WAM Yearly Initialization Instructions

Requirements for the Process:
- Fiscal Year Data Updates

    DMIS ID Update for 1 October. The name of the update would be CHCS-SS_DMIS_FYXXXX_460X-1.0, meaning that it is the first quarterly DMIS ID update for the fiscal year. Ensure that your CHCS Site Manager/Software Specialist provides you with the DMIS ID Analysis Report <u>after</u> the DMIS ID Update have been installed. This report will display any changes within the DOD DMIS ID table that may require a DMIS ID Realignment.

    WAM Core Update for 1 October. The name of the update would be CHCS-SS_CORE_FYXXXX_460X-1.0. This is an annual update that is released approximately 1 October every year and contains the following data updates:

    CHCS WAM Core file: These are the business rule changes for MEPRS Reporting.

    CHCS MEPRS Codes: This updates the CHCS Master MEPRS (3-digit) Code changes in effect for the new Fiscal Year.

References: a) WAM Implementation Guide for CHCS S/W Version 4.61, SAIC/DSIDDOMS Doc. DASW01-95-D-0025 (1998).
  b) CHCS MEPRS User Desktop Guide (CHCS 4.6) SAIC/DSIDDOMS Doc. DS-EWAM-5000A dated 31 Dec 1998.
  c) SY_ETU User's Guide, Special S/W Version 4.1, SAIC/DSIDDOMS Doc. DS-46DA-5012

Process:

Basic WAM FY Initialization		
Step		**Process**
1	Review DMIS ID Analysis Report	The CHCS Database Administrator and the MEPRS Coordinator review the Analysis Report and determine whether DMIS ID Realignment is required in preparation for the new fiscal year. See the DMIS ID Realignment Process for detailed information about this activity
2	Review MEPRS Codes for Inactivation or New Codes	The Director for Resources/ and the MEPRS Coordinator should determine whether new MEPRS Codes are required for the new fiscal year or if any should be inactivated. These changes represent a change in the MTF mission and/or policy guidance changes and, therefore, require extensive coordination within the facility.

Basic WAM FY Initialization	
Step	**Process**
	Important: When inactivating a MEPRS Code, the system will first check the hospital location file then the provider/user file entries, if the MEPRS Code is not attached to any of the file entries, the MEPRS Code can then be inactivated.
3 Review entire MEPRS listing for the DMIS Group	The MEPRS Coordinator and Database Administrator print and

Special attention must be paid to ensure the correct DMIS ID is designated for each Code.

- Review the **CHCS Site Definable MEPRS Codes report** for all MEPRS Codes within the DMIS Group. (Menu Path: CA-DAA-MPR-INQ-SDP).

Corrective action: Inactivate/activate MEPRS code.

- Review **Inappropriate MEPRS Codes by Location Report** (Menu Path: CA-DAA-CFT-CFM-CFS-IMC) to determine the appropriate MEPRS code to match the location type.

Corrective action: Change the default MEPRS code for the location.

- Review **Location/MEPRS Group ID inconsistency Report** (Menu Path: CA-DAA-CFT-CFM-CFS-LMG) to determine if the MEPRS Codes is under the correct Group ID and location.

Corrective action: Change the default MEPRS for the location. |
| 4   Finalize prior workload if DMIS ID Realignment is required | If the review of the DMIS ID Analysis Report in Step 1 indicates a requirement to perform a DMIS ID Realignment, workload processing for the prior fiscal year must be completed prior to performing the realignment. **On CHCS, you cannot access, edit, transmit or print workload from the prior fiscal year after a GROUP ID has been changed.** Therefore, all workload for every month of the prior fiscal year must be transmitted to EAS prior to the DMIS ID Realignment. |

Basic WAM FY Initialization	
Step	**Process**
5 — Create SAS Detail File for the new Fiscal Year	Security Key = DOD SAS CREATE If you hold the necessary security key to create the SAS Detail File, the "SCRT SAS Detail Create" menu option will be displayed on the DWAM menu. Otherwise, inform your CHCS Site Manager/Software Specialist that all FY preparation activities are complete and that the new FY SAS Detail File can be created. Make sure you are logged into the Lead Division for your Group. Select the SAS Detail Create option from the DWAM menu. The system will prompt you to create the SAS Detail File for the Division or the Group. Select Group as this is the most efficient way (in terms of your effort and impact upon the CHCS system) to create the SAS Detail File. The system will then prompt you if you want to create the SAS Detail File for FY XX. Answer Yes. The systems will then task off a job to create the SAS Detail File for all the CHCS divisions within your Group that have WAM activated. After a reasonable amount of time (this process might take an hour or more for a large Group), you can check the creation status using the "SDSP SAS Detail Creation Status" option on the DWAM menu. You are looking for a status of Complete.
6 — Check for SAS Creation Exceptions	After the SAS Detail File has been created, the MEPRS Coordinator should check the Exceptions Report to see if any exceptions were encountered during the creation process. The menu path is CA-WAM-3. The Exception Category is 14 (CHCS SAS Detail File Activity). To save yourself some time, limit the date range for the report to the day that you created the SAS Detail File.
7 — Final Actions	Now that the SAS Detail File has been created, the MEPRS Coordinator can: • Create Cost Pool SASs • Add Cost Pool Codes as Requesting MEPRS within regular SASs • Enter in POC's and their telephone numbers for each SAS

Basic WAM FY Initialization	
Step	**Process**
	• Inactivate Requesting MEPRS within a particular SAS (see Important Note below). • Inactivate an entire SAS (see Important Note below). See the process Managing Your SAS Detail File for information about editing the SAS Detail File.

Important Notes:

1. You cannot create the SAS Detail file for the upcoming Fiscal Year prior to 26 September.

2. When attempting to create the SAS Detail file for the upcoming FY (Step 9), if the WAM Core Update for the new FY has not been installed yet you will either get a message that the Core file for FY xx has not been installed yet or a prompt asking you if you want to create the SAS Detail File for the prior FY. The message you receive depends upon the calendar date. If it is 1 October or later, you will get the error message about the missing Core file. If it is 30 September or earlier, you will get the creation message for the prior FY. This is why it is important to read the prompts on the system! If either message occurs, see your CHCS Site Manager/Software Specialist.

3. When CHCS creates the SAS Detail File, it creates every possible Performing/Requesting MEPRS pair that it can, based on the WAM Core file and active MEPRS Codes. Some of these pairs may seem to be unnecessary. However, if the MEPRS Code is in the CHCS system (MEPRS Site Definable Table), there is always a possibility that a user will attribute workload to that MEPRS Code. Therefore, inactivating Requesting MEPRS within a SAS or inactivating an entire SAS could result in lost workload. If a user shouldn't be attributing workload to a particular MEPRS, then you would want the workload to be reflected in WAM collected so that you can see it and work with the user so that their workload is attributed to the appropriate Requesting MEPRS or ensure that the code is inactivated on the CHCS MEPRS Site Definable Table.